

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM			ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL			12/90	6/12	11	11.3
CHAPTER Chapter 11. Procurement				SUBJECT Criteria for Awarding Bids or Proposals			

Awards for a bid, Invitation for Bid (IFB), or proposal, Request for Proposal (RFP), can only be made to responsible contractors that have the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to:

- contractor integrity;
- compliance with public policy;
- record of past performance; and
- financial and technical resources.

Solicitations for offers must clearly and accurately describe the material, product or service to be purchased. All requirements of the bid or proposal which must be fulfilled and all other factors to be used to evaluate the bid or proposal shall be clearly set forth in the IFB or RFP.

Institutions must document the history of a purchase. Records should include the rationale for the method of purchase, the reason for selecting or rejecting a vendor and the basis for the cost or price. If the lowest bid price is not the determining factor, written justification must be maintained showing why one vendor was more beneficial than another to the Program.